

RESPONDENTS' HANDBOOK FOR THE COMMUNITY LEVEL INSTRUMENT (CLI)

PART 2 COMMUNITY PREVENTION STRATEGIES

Question by Question (QxQ) Guide

October 2009

**SAMHSA/CSAP STRATEGIC PREVENTION FRAMEWORK
STATE INCENTIVE GRANT**

Prevention Strategy Form

Information and Directions

The Community Level Instrument (CLI) is designed as a two-part survey. Part I collects data about the subrecipient community's progress through the Strategic Prevention Framework State Incentive Grant (SPF SIG) Initiative. Part II collects information about the specific prevention strategies being implemented by the community. Data collected from the survey will be used to evaluate the effectiveness of the Strategic Prevention Framework.

Completion of this survey is a requirement of accepting funding from CSAP under the SPF-SIG grant initiative. However, respondents may choose not to answer a specific question and respondents may end the survey at any time. This information will be collected twice per fiscal year. To minimize respondent burden and decrease completion time this web-based survey allows information entered in previous reporting periods to be pre-filled where possible and skip patterns are used to automatically take you to the appropriate question based on your responses.

Each sub-recipient community will complete a separate Part II form for each prevention strategy implemented. For example, if the community is implementing both a participant-based education prevention strategy and an environmental prevention strategy, they will complete two Part II forms. Similarly, if the community is implementing two different participant-based education prevention strategies, they will also complete two separate Part II forms.

Each subrecipient community will be assigned a unique identification. This identification will be used to link together all the data collected from a community throughout the grant period without the need to identify the community by name. Each prevention strategy will also be assigned a unique identification number. This identification will be linked to participant level data in order to provide a more complete understanding of each type of strategy used within an intervention implemented by subrecipient communities. No individuals will be identified in the reporting of results.

Throughout this document, the term “you” refers to the subrecipient community that has received SPF SIG funding from the state/tribe/jurisdiction. This could be an organization, coalition, or other entity. If this is a community coalition, the Project Director for the SPF SIG subrecipient community project is required to complete the instrument, with input from other coalition members as needed.

You are strongly encouraged to obtain input from others involved with the SPF SIG funded project. As part of this process, we encourage you to print out a hard copy of the instrument and review it with key individuals, such as the project coordinator, evaluator, intervention delivery staff, and others, as appropriate.

People you may want to include in responding to this form:

- Project Director
- Project Coordinator
- Intervention delivery staff
- Evaluator
- Coalition representative(s)

Make sure to read all of the directions and examples, which are provided in *italics* or refer to the *Question by Question Handbook* if you need further clarification.

As you enter your data, you will be able to save your work and come back to it at another time. You may also write your responses to the open-ended questions requiring narrative information in advance using a word processor and copy and paste them into the web-based survey.

If you need assistance in using the web-based data entry system, contact the Help Desk by phone at 1-888-DITIC-4-U or by e-mail at DITICSupport@kitsolutions.net.

There are several terms used throughout this instrument for which CSAP provides the definitions on the following pages. In addition, the link below provides access to **SAMHSA's prevention glossary**.

https://preventionplatform.samhsa.gov/MacroHQ/Glossary2/dssglossary.cfm?sect_id=1&topic_id=99&CFID=2112072&CFTOKEN=48724502

Definition of Terms

- **Capacity building** refers to activities conducted to improve the ability of an organization or community to deliver substance abuse prevention services, such as improving organizational resources; improving awareness about substance abuse problems; building new relationships or strengthening existing relationships among coalitions, groups, and organizations involved in substance abuse prevention; and working to ensure prevention intervention activities and outcomes continue after funding ends.
- **Community coalition** is a union of people and organizations working for a common cause.
- **Community needs and resources assessments** examine needs external to the organization and include community readiness, rates of substance use, prevention resources (e.g., call centers and trained counselors), partnerships, community prevention experience, and other monetary and non-monetary resources.
- **Community readiness** is the community's level of awareness of, interest in, and ability and willingness to support substance abuse prevention initiatives. More broadly, connotes readiness for changes in community knowledge, attitudes, motives, policies, and actions.
- **Consequences** are defined as the social, economic and health problems associated with the use of alcohol and illicit drugs e.g., illnesses related to alcohol (cirrhosis, fetal effects), drug overdose deaths, crime, and car crashes or suicides related to alcohol or drugs.
- **Consumption patterns** are the way in which people drink, smoke and use drugs. Consumption includes overall consumption, acute or heavy consumption, consumption in risky situations (e.g., drinking and driving) and consumption by high-risk groups (e.g., youth, college students, and pregnant women).
- **Cultural competence** is the attainment of knowledge, skills, and attitudes to enable administrators and practitioners to provide for diverse populations. This includes an understanding of that group's or members' language, beliefs, norms, and values, as well as socioeconomic and political factors that may have a significant impact on their well-being, and incorporating those variables into programs.
- **Environmental approaches** are efforts to establish or change community standards, codes, and attitudes and thus influence incidence and prevalence of substance abuse. Approaches can center on legal and regulatory issues or can relate to service and action-oriented initiatives. Examples include TA to communities to maximize enforcement of laws governing availability and distribution of legal drugs, product pricing strategies, and modification of practices of advertising alcohol and tobacco.
- **Evaluation plans** are systematic blueprints detailing all the evaluation aspects of the project including the database structures to manage the project data.
- **Intervening variables** are factors that have been identified through research as being strongly related to and influencing the occurrence and magnitude of substance use and related risk behaviors and their subsequent consequences. These variables are the focus of prevention strategies, changes in which are then expected to affect consumption and consequences.

- **Intervention-level evaluation activities** are activities to measure the impact and assess the implementation of specific interventions or strategies within the overall set of selected interventions.
- **Interventions** are funded activities carried out under the auspices of the SPF SIG grant, and target a variety of subpopulations with the objective of improving substance use outcomes.
- **Key stakeholders** are all of the members of the community who have a vested interest (a stake) in the activities or outcomes of a substance abuse intervention.
- **Logic models** are graphic depictions of the components of a theory, program, initiative, or activity that shows the program's components and plausible linkages between the program components.
- **Media literacy** programs foster the ability to analyze and evaluate messages in the media (e.g., working with children to teach them to evaluate the images and messages in a beer ad).
- **Organizational needs assessments** examine an organization's internal needs and include assessments of leadership, human resources, technical resources (e.g., telephones, computers, or appropriate software), infrastructure (e.g., facility, staff offices, conference rooms), funding sources, etc.
- **Prevention system** is the entire set of agencies, organizations, and persons that contribute to efforts to prevent substance abuse and related problems within the community.
- **Primary grantee** refers to the administrative entity of a jurisdiction (such as the state, tribe, or territory) receiving SPF SIG funds for delivery of substance abuse prevention programs.
- **Social marketing** uses the principles of commercial marketing to develop, implement, and evaluate programs designed to influence the behavior of a target audience. Rather than dictating the way that information is to be conveyed, social marketing involves listening to the needs and desires of the target audience and building the program from there.
- **Strategic plans** at a minimum will: specify the priorities that will be targeted; articulate a vision for activities to address needs; describe infrastructure needed to select and implement interventions; identify resources and training requirements; include plans for sustaining the infrastructure and services; and identify milestones and outcomes against which to gauge performance. Strategic plan development is Step 3 of the SPF.
- **Sub-recipient communities** are the entities (usually community based organizations, schools, or coalitions) that receive funds from the grantee to carry out SPF SIG activities or prevention interventions.
- **Sustainability** is the process through which a prevention system becomes a norm and is integrated into ongoing operations. Sustainability is vital to ensuring that prevention values and processes are firmly established, that partnerships are strengthened, and that financial and other resources are secured over the long term.

Prevention Strategy Information

Name of Prevention Intervention: _____

(This field will be automatically filled in when the respondent clicks to enter the subform for strategies entered in CLI Part 1)

Name of Strategy: _____

(This field will be automatically filled in when the respondent clicks on the subform for strategies entered in CLI Part 1)

Unique Identifier: _____

(This field will be automatically filled in when the respondent clicks on the subform for strategies entered in CLI Part 1)

Strategy Type: _____

(This field will be automatically filled in when the respondent clicks on the subform for strategies entered in CLI Part 1)

- 1a. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Check all of the consumption patterns and/or consequences that you are targeting through your implementation of this prevention strategy. The only consumption patterns and consequences that will appear as options in this list are those that you indicated in CLI Part I as factors targeted by your community.
- 1b. **(Answer at baseline, it will be automatically filled in by the database at follow-up.)** Check all the intervening variables that the intervention strategies are designed to target.
2. **(Answer at baseline and follow-up. It will be automatically filled in by the database at subsequent follow-ups.)** Fill in the MM/YYYY to indicate the date you began funding this prevention strategy.
- 3a. **(Answer at baseline and follow-up. It will be automatically filled in by the database at subsequent follow-ups.)** Check “yes” or “no” to indicate whether you have completed (ended) implementation of this prevention strategy. This would include if the intervention was successfully implemented and is no longer continuing, or if the implementation was discontinued without resolution. If you select “no” you will automatically skip to question 4.
- 3b. **(Answer at baseline and follow-up. It will be automatically filled in by the database at subsequent follow-ups.)** Specify the month and year (MM/YYYY) the strategy was completed.
4. **(This question will be automatically filled in by the database based on respondent’s earlier designation of the strategy while completing CLI Part I.)** Check “yes” or “no” to indicate whether this strategy is part of a multi-strategy intervention.
5. **(Answer at baseline and follow-up.)** Check “yes” or “no” to indicate whether this is an evidence-based program, policy or practice or a component of a multi-strategy evidence-based program, policy or practice. If “no” you will automatically skip to question 7.

An evidence-based program, policy or practice is an intervention that is theory-driven, has activities related to the theory of change underlying the program model, has been well implemented, and has produced empirically verifiable positive outcomes.

6. **(Answer at baseline and follow-up.)** Check all of the ways you determined this was an evidence-based program, policy or practice or a component of one. If you knew from a criterion not listed, please check “other” and describe.
7. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Check the one choice that best describes the implementation history of this prevention strategy in your community.
8. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Check “yes” or “no” to indicate whether this prevention strategy includes a curriculum or manual. By curriculum or manual, we mean a set of instructions about how to deliver the prevention intervention. This can be a pre-existing curriculum or manual created by the prevention intervention developer or a formal curriculum or manual developed by the community partner.
- 9-13. **(Answer at baseline. These will be automatically filled in by the database at follow-up.)** For questions 9 through 13, indicate the geographic area(s) being served by this prevention strategy and the estimated population of the area(s). You are required to include zip codes (question 11) for all areas being served by this prevention intervention. If your target population is the entire state/tribe/jurisdiction you may enter “statewide” “tribe” or “jurisdiction” for question 11. This is for purposes of reporting to the Center for Substance Abuse Prevention (CSAP). Use one line to describe each area. Other than zip code, you only need to complete those categories that are appropriate for your prevention intervention and community served.
14. **(Answer at baseline and follow-up.)** Write in a number rounded to the nearest dollar (e.g., 43000—do not enter a dollar sign) to indicate the total cost of this prevention strategy **during this reporting period**—including planning, development, implementation, and evaluation. Make sure to include overhead and salary costs in the amount. If you do not know the exact amount spent, respond with the best numeric estimate.
15. **(Answer at baseline and follow-up.)** Write in as a whole number approximately what percentage of total funding for this prevention intervention comes from SPF SIG funds. For example, if you received about a third of your funding for this prevention intervention from SPF SIG funds, you would write in “33”. Do not use ‘%’ when entering your response. If you do not know the exact amount allocated, respond with your best estimate.

Adaptations

This section asks for information about any adaptations you made to this evidence-based program, policy, or practice. We understand that making adaptations to a prevention strategy can help make it more accessible to a specific population and we would like your honest answers about adaptations you may have made. Adaptations may include changes in target population, content, cultural appropriateness, dosage, duration, or setting of the prevention strategy that are different from those recommended by the prevention intervention developer.

16. **(Answer at baseline and follow-up. It will be automatically filled in by the database at follow-up.)** Check “yes” or “no” to indicate whether this is a new intervention developed and tested by you, the community partner. Some communities are funded to create new interventions for specific target populations, substances, and

consequences that have been identified as problem areas in the community. If your intervention is one you developed and have tested or are planning on testing with a target population select “yes.” You will then automatically go to question 30.

17. **(Answer at baseline and follow-up. It will be automatically filled in by the database at follow-up.)** Check “yes” or “no” to indicate whether you made any adaptations to the prevention strategy. Examples of adaptations include delivery to a target population that was not indicated by the developer; changing curriculum content, dosage, or duration; or delivering in a setting not intended by the developer. If you select “no” you will automatically skip to question 28.
18. **(Answer at baseline and follow-up.)** Select the **one** response that applies to whether you adapted the prevention strategy in order to deliver it to a **target population** that was not indicated by the developer. (Examples of adaptations include targeting an age group younger than the indicated target population or targeting pregnant teens as opposed to young adults ages 18–24 as indicated by the developer.)
19. **(Answer at baseline and follow-up.)** Select the one response that applies to whether you made any adaptation to the **curriculum or manual content** of the prevention strategy.
20. **(Answer at baseline and follow-up.)** Select the **one** response that applies to whether you changed the recommended **dosage** for this prevention strategy (e.g., the number of sessions or number of public service announcements (PSAs) or other media spots). If you select the 3rd choice, “developer makes no recommendations . . .” you will automatically skip to question 22.
21. **(Answer at baseline. Number will be auto filled at follow-up)** In 100 characters or less write in the recommended dosage. For example, if a strategy consists of 10 sessions, write in “10 sessions.”
22. **(Answer at baseline and follow-up.)** In 100 characters or less write in the dosage actually delivered.
23. **(Answer at baseline and follow-up)** Select the **one** response that applies to whether you changed the recommended **duration** for this prevention strategy (e.g., the number of days or hours per implementation cycle). If you select the third response, “prevention intervention developer makes no . . .” you will automatically go to question 26.
24. **(Answer at baseline. Number will be auto filled at follow-up)** Write in as a whole number the recommended duration, in hours, of this prevention intervention (e.g., 8). Please write in the total duration adding all sessions in a cycle together rather than the length of a single session. For example, if the developer recommends 10 sessions that are 2 hours in length, you would write “20.”
25. **(Answer at baseline and follow-up.)** Write in as a whole number the number of hours actually spent delivering the prevention intervention strategy. Please write in the total duration adding all sessions in a cycle together rather than the length of a single session. For example, if you are actually delivering the strategy in 10 sessions that are 1 hour in length, you would write “10.”
26. **(Answer at baseline and follow-up.)** Select the **one** response that indicates whether you changed the recommended **setting** of the prevention intervention strategy (e.g.,

the strategy was intended for delivery in a classroom setting, but you delivered in a community setting.)

27. **(Answer at baseline and follow-up.)** Select either “yes” or “no” to indicate whether adaptations were made to address the **cultural appropriateness** of the prevention intervention strategy for a particular group.
28. **(Answer at baseline and follow-up.)** Answer “yes” or “no” to indicate whether you collected information regarding participant satisfaction with the **cultural appropriateness** of the prevention intervention. If you select “no” you will automatically skip to question 30.
29. **(Answer at baseline and follow-up.)** Select the **one** response that best describes the results of the assessment of participants’ satisfaction with the **cultural appropriateness** of the prevention intervention. The results of an assessment of the cultural appropriateness of a prevention intervention will vary greatly. For this reason, we have included broad response options of highly satisfied, moderately satisfied, and not satisfied. We ask that you analyze the results of your particular assessment and choose the category that best corresponds to the overall results of your assessment.

Prevention Intervention Outcomes

This section pertains to the collection of outcome data. Outcome data is information that reveals the extent of change in targeted attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the prevention intervention and the theory of change guiding it, changes can be immediate, intermediate, final, or longer-term outcomes. If the evaluation for your prevention intervention strategy was conducted at the state/tribe/jurisdiction level, you may need to collaborate with the primary grantee organization (at the state/tribe/jurisdiction level) in order to complete questions 30 through 33.

30. **(Answer at baseline and follow-up.)** Answer “yes” or “no” to indicate whether any outcome data were collected **during this reporting period**. This includes pretest, exit, and follow-up data, as well as other types of data. If you select “no” you will automatically go to question 34.
31. **(Answer at baseline and follow-up.)** Select all responses that apply to the sampling strategy you used for collecting outcome data. If you select “some other population or subgroup” please describe.
32. **(Answer at baseline and follow-up.)** Select all the listed Center for Substance Abuse Prevention (CSAP) National Outcome Measures (NOMs) that you collected during this reporting period. If completing the Web-based version of this instrument, click [here](http://www.nationaloutcomemeasures.samhsa.gov/) to visit CSAP’s website for more information about NOMs.
<http://www.nationaloutcomemeasures.samhsa.gov/>
33. **(Answer at baseline and follow-up.)** Answer either “yes” or “no” to indicate whether an analysis of outcome data was completed during this reporting period. This analysis could have been completed by the community partner, the state/tribe/jurisdiction, or some other entity. In addition, this analysis could have been conducted by someone

paid through the SPF SIG funds, or someone who was providing their services free-of-charge or as an in-kind contribution.

Closing Question

34. **(Answer at baseline and follow-up.)** Provide any additional comments about your prevention intervention activities here in 3000 characters or less.

Prevention Education Sub-Form

35. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Write in the month and year (as MM/YYYY) when you first started serving participants with this Prevention Education intervention strategy, including all cycles.
36. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select either “yes” or “no” to indicate whether this is a recurring prevention intervention strategy, in which the **same group** of people is served over multiple sessions. An example would be a prevention intervention that is delivered to the same group of participants every Monday night for 6 weeks or to an 8th grade health class every Friday in a semester.
37. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select either “yes” or “no” to indicate whether this prevention intervention strategy is implemented in a series of cycles, in which a **new group** of participants is served on a regular schedule, such as a new school year. If your prevention intervention takes place for a period of time with the same participants and then starts over with new participants, select “yes.” A prevention intervention strategy can be both recurring and implemented in a series of cycles. If you select “no” you will automatically skip to question 38.
- 37a. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select the one response that best describes what the cycles for the recurring prevention intervention strategy in question 37 are based upon. Select “other” and describe if the options offered do not fit.
38. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select the one response that describes how you would classify this prevention intervention strategy as delivered according to the Institute of Medicine categories. *Universal* strategies are designed for everyone in the eligible population, both the general public and all members of specific eligible groups. Universal strategy recipients are not identified on the basis of individual risk. *Selective* strategies are targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average. *Indicated* strategies are designed for persons who are identified as having minimal but detectable signs or symptoms or precursors of some illness or condition, but whose condition is below the threshold of a formal diagnosis of the condition.
39. **(Answer at baseline and follow-up.)** Select all the responses that describe the format of the prevention education intervention strategy used during this reporting period. If you used a format not listed, check “other” and describe.

40. **(Answer at baseline and follow-up.)** Select all the responses that indicate the types of participants served by this prevention intervention strategy **during this reporting period**. If you served another type of participant not listed, check “other” and describe.
41. **(Answer at baseline and follow-up.)** Write in as a whole number (not a fraction) how many groups of participants **started** the prevention education intervention strategy **during this reporting period**. Do not include groups counted in previous reporting periods.
42. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a fraction) how many groups of participants **completed** the prevention education intervention strategy **during this reporting period**. Do not include groups counted in previous reporting periods.
43. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a fraction) the total number of sessions provided for all groups of participants in the prevention education intervention strategy **during this reporting period**.
44. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a fraction) the average length of the individual sessions, in hours, **during this reporting period**.
45. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number how many new participants were **served** by this prevention strategy during this reporting period. New participants are participants who had not received or participated in the prevention intervention in previous reporting periods and were therefore not previously counted. If you are unsure of the exact number of new participants, respond with your best estimate. (If none, enter ‘0’—you will automatically skip to the end of this sub-form).
- 46.a-c. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number the total number of new participants served by this prevention strategy **during this reporting period** who were in each of the gender groups listed below in a-c. The sum of the numbers reported in a-c should add up to the total number of new participants reported in question 45.
- 47.a-f. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number the total number of new participants served by this prevention strategy **during this reporting period** who were in each of the age groups listed in a-f. The sum of numbers reported in a-f should add up to the total of new participants reported in question 45.
- 48 a-h. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants served by this prevention strategy **during this reporting period** who were in each of the racial groups listed below in a-h. The sum of the numbers reported in a-h should add up to the total number of new

participants reported in question 45. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the Hispanic ethnicity category and the race category under African American.

- 49 a-c. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants served by this prevention strategy **during this reporting period** who were in each of the ethnic categories listed in a-c. The sum of the numbers reported in a-c should add up to the total number of new participants reported in question 45.

Alternative Drug-Free Activities Sub-Form

50. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Write in the month and year (as MM/YYYY) when you first started serving participants with this Alternative Drug-Free Activities prevention intervention strategy, including all cycles.
51. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Answer either “yes” or “no” to indicate whether the alternative drug-free activities are targeted at a specific group, such as high school students, college students, etc. If you answer “no” you will skip to question 66.
52. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Answer either “yes” or “no” to indicate whether these are recurring activities, in which the same group of people is served over multiple prevention intervention strategy sessions.
53. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Answer either “yes” or “no” to indicate whether this prevention intervention strategy was implemented in a series of cycles, in which a new group of participants is served on a regular schedule, such as a new school year. If you answer “no” you will automatically skip to question 54.
- 53a. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select the one response that best describes what the cycles in question 53 are based upon. If other than the options offered, select “other” and describe.
54. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Select the **one response** that indicates how you would classify this prevention intervention strategy as delivered according to the Institute of Medicine categories. *Universal* strategies are designed for everyone in the eligible population, both the general public and all members of specific eligible groups. Universal strategy recipients are not identified on the basis of individual risk. *Selective* strategies are targeted to individuals or a subgroup of the population whose risk of developing a disorder is significantly higher than average. *Indicated* strategies are designed for persons who are identified as having minimal but detectable signs or symptoms or precursors of some illness or condition, but whose condition is below the threshold of a formal diagnosis of the condition.
55. **(Answer at baseline and follow-up.)** Select all that apply to the format of the alternative drug-free activities prevention intervention strategy during this reporting period. If in a format not listed, select “other” and describe.

56. **(Answer at baseline and follow-up.)** Select all the choices that indicate the types of participants served by this prevention intervention strategy during this reporting period. If another category not listed applies, check “other” and describe.
57. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number how many groups of participants **started** the alternative drug-free activities prevention intervention strategy **during this reporting period**. Do not include groups counted in previous reporting periods.
58. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number how groups of participants **completed** the alternative drug-free activities prevention intervention strategy **during this reporting period**. Do not include groups counted in previous reporting periods.
59. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of **sessions** provided for all groups of participants in the alternative drug-free activities prevention intervention strategy **during this reporting period**.
60. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of **hours** provided for all groups of participants in the alternative drug-free activities prevention intervention strategy **during this reporting period**.
61. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants were served by this prevention intervention strategy **during this reporting period**. New participants are participants who had not received or participated in the prevention intervention in previous reporting periods and were therefore not previously counted. If you are unsure of the exact number of new participants, respond with your best estimate. If none, enter 0. You will automatically skip to the end of the subform.
- 62 a-c. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number how many of the new participants served by this prevention intervention strategy **during this reporting period** were in each gender group listed in a-c. The sum of the numbers in a-c should equal the total number of new participants reported in question 61.
- 63.a-e **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants served by this prevention intervention strategy **during this reporting period**; to indicate how many were in each of the age groups listed below in a-e. The sum of a-e equal the total number of new participants reported in question 61.
- 64 a-h. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants served by this prevention

intervention strategy **during this reporting period** that were in each of the racial groups listed in *a-h* below. The sum of the numbers in *a-h* should equal the total number of new participants reported in question 61. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the Hispanic ethnicity category and the race category under African American.

- 65.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of new participants served by this prevention intervention strategy **during this reporting period**, that were listed in ethnic groups *a-c*. The sum of *a-c* should equal the number of new participants reported in question 61.
66. **(Answer at baseline and follow-up. You may add into the database on an ongoing basis at any time, or enter at the end of reporting period.)** Check “yes” or “no” to indicate whether you conducted drug-free events (concerts, festivals/fairs, picnics, sporting events) **during this reporting period** that were **not** targeted to specific groups of participants during this reporting period. If “no” you will automatically skip to the end of this subform.
67. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of drug free events that were conducted **during this reporting period**.
68. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write as a whole number the total number of people who were reached through the drug free events during this reporting period.

Problem Identification and Referral Sub-Form

69. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Write in the month and year (as MM/YYYY) when you first started serving participants with this problem identification and referral prevention intervention strategy, including all cycles.
70. **(Answer at baseline and follow-up.)** Select all the responses that indicate the types of participants served by the problem identification and referral prevention services during this reporting period. If you served another type not listed check “other” and describe.
71. **(Answer at baseline and follow-up.)** Select all the responses that indicate the location(s) in which problem identification and referral services took place. If you provided services at a location not listed, check “other” and describe.
72. **(Answer at baseline and follow-up.)** Select all the responses that indicate the types of services to which individuals were referred. If they were referred to a service other than those listed, please check “other” and describe.
73. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number the total number of individuals for whom problem identification and

referral services were provided **during this reporting period**. This includes both new participants and participants who began services in a previous period.

74. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number the total number of new participants served by this prevention intervention during this reporting period. New participants are participants who had not received or participated in the prevention intervention in previous reporting periods and were therefore not previously counted. If you are unsure of the exact number of new participants, respond with your best estimate. If none, enter 0. You will automatically skip to the end of sub-form.
- 75.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a percentage) the number of individuals in each gender listed in a-c among the new participants served by problem identification and referral services during this reporting period. The sum of the numbers in a-c should equal the total number of new participants reported in question 74.
- 76.a-e **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a percentage) the number of new participants served by this prevention intervention strategy **during this reporting period** how many were in each of the age groups listed below in a-e. The sum of the numbers in a-e should add up to the total number of new participants reported in question 74.
- 77.a-h **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a percentage) the number of new participants served by problem identification and referral **services during this reporting period** in each racial group listed below in a-h. The numbers should add up to the total number of new participants reported in question 74. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the Hispanic ethnicity category and the race category under African American.
- 78.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a percentage) the number of new participants served by problem identification and referral services **during this reporting period** who were in each ethnic group listed below in a-c. The sum of the numbers in a-c should equal the total of new participants reported in question 74.

Community-Based Processes Sub-Form

79. **(Answer at baseline and follow-up.)** Check “yes” or “no” to indicate whether you did any work related to task forces of coalitions **during this reporting period**. If “no” you will automatically skip to question 83.
80. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of task force/coalition members you recruited **during this reporting period**, if any. If none, enter 0.

81. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of taskforce/coalition meetings you held **during this reporting period**. If none, enter 0.
82. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of task force/coalition members you trained **during this reporting period**, if any. If none, enter 0.
83. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of community members, other than task force/coalition members, you trained **during this reporting period**, if any. If none, enter 0.
84. **(Answer at baseline and follow-up.)** Check “yes” or “no” to indicate whether you coordinated funding with other organizations **during this reporting period**.
85. **(Answer at baseline and follow-up.)** Check “yes” or “no” to indicate whether you developed any prevention or provider networks **during this reporting period**.
86. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of outreach/education sessions you hosted **during this reporting period**, if any. Do not include outreach or education sessions that are counted or reported in another section of this instrument. If none, enter 0.
87. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of community organizations to whom you provided funding or other in-kind donations **during this reporting period**, if any. If none, enter 0 and you will automatically proceed to question 88.
88. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the total amount of funding you provided to community organizations **during this reporting period**. (Include in-kind donations.) Please round the numbers to the nearest dollar, e.g. 36,000.
89. **(Answer at baseline and follow-up.)** Write in as a whole number (not a percentage) the number of community organizations to whom you provided technical assistance **during this reporting period**. If none, enter 0.
90. **(Answer at baseline and follow-up.)** Enter “yes” or “no” to indicate whether you reorganized local agencies to promote efficiency in delivering substance abuse prevention **during this reporting period**.
91. **(Answer at baseline and follow-up.)** Enter “yes” or “no” to indicate whether you reallocated local funds for substance abuse prevention **during this reporting period**.
92. **(Answer at baseline and follow-up.)** Enter “yes” or “no” to indicate whether you formally changed the ways local organizations work together to address substance abuse prevention **during this reporting period**, for example by officially changing school curricula or by documenting specific policies or practices for working together.
93. **(Answer at baseline and follow-up.)** Enter “yes” or “no” to indicate whether you monitored regulatory or compliance changes by the state/tribe/jurisdiction toward local or regional organizations **during this reporting period**.
94. **(Answer at baseline and follow-up.)** Enter “yes” or “no” to indicate whether conducted other community activities **during this reporting period**. If yes, please describe.

95. **(Answer at baseline and follow-up.)** Please write in a response to indicate how often you conducted other community activities **during this reporting period**. For example: once a week, twice a month, once per quarter, etc.
96. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please write in an estimate of the total number of individuals who received or were affected by these other community activities **during this reporting period**.
- 97.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the **percentage** of individuals who received or were affected by these other community activities by gender in a-c below. Please write this percentage as a whole number. The sum of all the percentages in a-c should add up to 100%. Do not use % when entering your response.
- 98.a-f **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the percentage of individuals by age group in a-f below who received or were affected by these other community activities. Please write this percentage as a whole number. The sum of all the percentages in a-f should add up to 100%. Do not use % when entering your response.
- 99.a-h **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the percentage of individuals by racial group listed below in a-h who received or were affected by these other community activities. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the ethnicity (Hispanic) category and the race category under African American. Please write this percentage as a whole number (e.g., 20). The sum of all responses in a-h should equal 100%. Do not use '%' when entering your response.
- 100.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the percentage of individuals by ethnicity listed in a-c below who received or were affected by these other community activities. Please write this percentage as a whole number (e.g., 20). The sum of all responses in a-c should equal 100%. Do not use '%' when entering your response.

Environmental Strategies Sub-Form

101. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Please write in the month and year (MM/YYYY) when you first started conducting the environmental strategy.
102. **(Answer at baseline and follow-up.)** Select the one choice from the list below that describes the type of environmental strategy you conducted.
103. **(Answer at baseline and follow-up.)** Select all responses that indicate what individuals or organizations you worked with in planning or implementing the environmental strategy **during this reporting period**. If you used a strategy not listed, check "other" and describe.

104. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please provide an estimate of the total number of individuals who received or were affected by this environmental strategy **during this reporting period**. If you are unsure of the exact number of individuals affected, provide your best estimate.
- 105.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please provide an estimate of the **percentage** of individuals listed below by gender in a-c who received or were affected by this environmental strategy **during this reporting period**. Please write this percentage as a whole number (e.g., 20). The sum of all percentages should be 100%. Do not use % when entering your response.
- 106.a-f **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please provide an estimate of the **percentage** of individuals by age group listed below in a-f, who received or were affected by this environmental strategy **during this reporting period**. Please write this percentage as a whole number (e.g., 20). The sum of all percentages should be 100%. Do not use % when entering your response.
- 107.a-h **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the **percentage** of individuals by racial group listed below in a-h who received or were affected by this environmental strategy by racial group. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the ethnicity (Hispanic) category and the race category under African American. Please write this percentage as a whole number (e.g., 20). The sum of all responses in a-h should equal 100%. Do not use '%' when entering your response.
- 108.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the percentage of individuals by ethnic group listed in a-c below who received or were affected by this environmental strategy. Please write this percentage as a whole number (e.g., 20). The sum of all responses a-c should equal 100%. Do not use '%' when entering your response.

Information Dissemination Sub-Form

109. **(Answer at baseline. It will be automatically filled in by the database at follow-up.)** Please write in the month and year (MM/YYYY) when did you first started conducting information dissemination activities. Do not include activities or information that you have reported in other areas, such as the environmental strategies section.
110. **(Answer at baseline and follow-up.)** Select all the individuals and organizations listed below that you worked with in planning and/or implementing your information dissemination efforts **during this reporting period**. If you worked with someone not listed, select "other" and describe.
111. **(Answer at baseline and follow-up.)** Select all the choices that describe what types of information you disseminated. If you disseminated information not on the list, please select "other" and describe.

112. **(Answer at baseline and follow-up.)** Select all the choices that describe the format of the information you disseminated. If not on the list, check “other” and describe.
113. **(Answer at baseline and follow-up.)** In 500 characters or less, describe the settings in which the information was disseminated. For example, the information may have been disseminated at a Parent Teacher Association meeting, a rock concert, a parade, etc.
114. **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Write in as a whole number (not a fraction) the approximate number of individuals who **received or were affected** by the information dissemination strategy. If you are unsure of the exact number of individuals, please provide your best estimate.
- 115.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please provide an estimate of the **percentage** of individuals by gender listed below in a-c who received or were affected by the information dissemination strategy **during this reporting period**. Please write this percentage as a whole number (e.g., 20). The sum of all percentages should be 100%. Do not use % when entering your response.
- 116.a-f **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please provide an estimate of the **percentage** of individuals by age group listed below in a-f who received or were affected by the information dissemination strategy **during this reporting period**. Please write this percentage as a whole number (e.g., 20). The sum of all percentages should be 100%. Do not use % when entering your response.
- 117.a-h **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the **percentage** of individuals by racial group listed below in a-h who received or were affected by the information dissemination strategy. You will have an opportunity to report ethnicity in the next question. Ethnicity is counted separately from race. For example, if you targeted African Americans of Hispanic ethnicity, they would be counted in both the ethnicity (Hispanic) category and the race category under African American. Please write this percentage as a whole number (e.g., 20). The sum of all responses in a-h should equal 100%. Do not use ‘%’ when entering your response.
- 118.a-c **(Answer at baseline and follow-up. You may add numbers into the database on an ongoing basis at any time, or enter all at the end of reporting period.)** Please estimate the percentage of individuals by ethnicity listed below in a-c who received or were affected by the information dissemination strategy. Please write this percentage as a whole number (e.g., 20). The sum of all responses should equal 100%. Do not use ‘%’ when entering your response.